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OBSERVATION AND EVALUATION  
OF NON-TENURED TEACHING STAFF MEMBERS

The purpose for observing and evaluating non-tenured teaching staff members shall be to identify deficiencies, extend assistance for the correction of such deficiencies, improve professional competence, promote professional excellence, provide a minimal basis for recommendations regarding re-employment, and improve the quality of instruction received by the students of the Rumson School District. Long term substitutes who serve as replacements for regular teachers shall be formally observed and evaluated consistent with the process for non-tenured teachers. The first formal observation shall occur within a month after the appointment as a long term substitute.

Process of Observation

Every non-tenured teaching staff member shall be observed and evaluated a minimum of three times during each school year by a member of the school district staff who holds an appropriate certificate for the supervision of instruction. The observation period on each occasion shall be not less than one class period, one complete subject lesson, or one-half hour time segment for those affected by this policy who do not formally instruct students (i.e. school nurse, school psychologist, etc.). A written evaluation shall be prepared on each observation by the evaluating staff member. The written evaluation of the teaching staff member's total performance as an employee of the Rumson School District shall be specific in terms of the person's strengths. Likewise, those areas where improvement is needed should be clearly set forth and recommendations for improvement should be made. Subsequent evaluations shall address themselves to any improvement or to any continued difficulty which is observed.

A conference between the teaching staff member and the evaluating staff member shall be held within fifteen (15) days of each observation for the purpose of clarification of written evaluation. Both parties shall sign the evaluation and retain a copy for their records.

The non-tenured teaching staff member shall have the right to submit a written statement to any evaluation within ten (10) days following the conference. Such statement shall be attached to each party's copy of the evaluation.

Annual Performance Report

1. The annual performance report shall be completed and then reviewed with the teacher during the annual performance conference. The report is designed to evaluate teachers on their performance based on the job description and the observation reports compiled during the school year.
2. The report includes:
  - a. Assessment of performance based on the job description.
  - b. Performance areas of strength
  - c. Performance areas needing improvement.
  - d. An individual professional improvement/development plan established jointly by teacher and supervisor.
  - e. Summary of available indicators of pupil progress. Multiple measures will be selected from the following:
    - teacher observation and assessment of student progress
    - formal and informal techniques in determining attainment of program objectives
    - cumulative records
    - local assessment test data
    - standardized test data
    - teacher tests
    - samples of student work
    - evaluative comments (parent, peer, community, student)
    - visual, auditory, and/or medical examination
3. The annual performance report shall be filed according to policy by June 15<sup>th</sup>.

Annual Performance Conference

The conference should include but not be limited to a review of all items included in the Annual Performance Report. The conference will be held before the written performance

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report is filed and the report shall be signed within five (5) working days of the review. The evaluatee has ten (10) working days to submit for entry into any performance data not evaluated in the report.

Copies of this policy shall be distributed to every non-tenured teaching staff member in September of every school year. Non-tenured teaching staff members hired after the beginning to the school year shall receive a copy of the policy upon employment.

Date: September 18, 1996

Legal Reference:

N.J.S.A. 18A-27-3.1, 33

N.J.A.C. 6-13-1.19

Cross Reference:

Policy 4115.1-2

